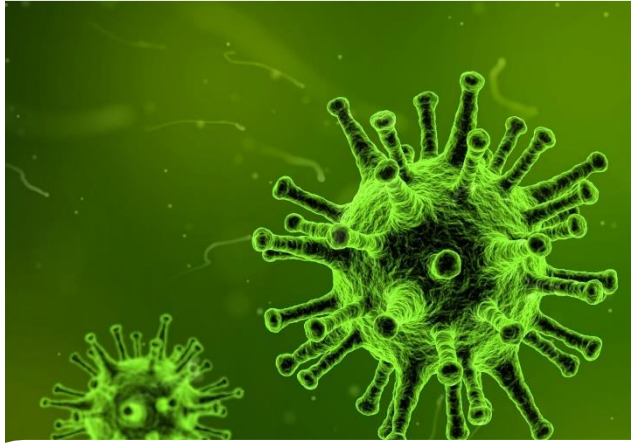


**CITY OF COLONIAL HEIGHTS**  
**ECONOMIC DEVELOPMENT AUTHORITY**



# Small Business COVID-19 Disaster Grant Fund

In response to these challenging times in our community, the Economic Development Authority (EDA) of the City of Colonial Heights is pleased to offer the Small Business COVID-19 Disaster Grant Fund opportunity to Colonial Heights Small Businesses. Funds must be used to relieve and reduce unemployment, assist with job retention, and/or assist with operational needs necessary to sustain businesses through the pandemic.

**PLEASE REVIEW THE GUIDELINES AND SUBMIT A COMPLETE APPLICATION TO:  
[EPPSK@COLONIALHEIGHTSVA.GOV](mailto:EPPSK@COLONIALHEIGHTSVA.GOV) BY THE DEADLINE DATE OF TBD AT 5:00PM**

## ELIGIBILITY

- Colonial Heights small businesses and local franchised businesses with 30 employees or less. (non-franchised national chain and/or big box retailers are not eligible).
- Businesses must have been established and operational within Colonial Heights for at least 24 months.
- Businesses and all business owners must possess a valid Colonial Heights Business License.
- Businesses must demonstrate on the application how their business has been adversely impacted by the COVID-19 crisis.
- If approved, grant funds will be distributed to the business as a reimbursement for qualifying business costs that occur between March 17, 2020 and June 30, 2020.
- Grants will be awarded based on timely, complete applications. Applications will be numbered and tracked as they come in. Preference is given to those firms that have made efforts to retain employees during the pandemic and remain operational (if allowed).
- Total grant funds available for award will not exceed \$ \_\_\_\_\_.
- Grant amounts vary by size of business, based on number of employed (documented by payroll statements and federal employment records)
  - Business with 1-15 employees \$5,000
  - Business with 16-30 employees \$7,500

## USE OF FUNDS

Funds must be used for operational capital to assist the business in sustaining operations such as payroll, utilities, inventory, rent, and business mortgage. Grant funds will be provided on a reimbursement basis once the applicant has demonstrated that the expense has been paid.